

## **FREE WEEK AND FINALS FREE WEEK CLASS CHECK-IN POLICIES AND PROCEDURES**

**Purpose:** These policies and procedures are used to keep a consistent protocol with the Fitness Monitor staff position as it pertains to the change of class check-in policies and procedures for Free Week and Finals Free Week.

**Scope:** These policies and procedures are used by fitness monitors.

### **Policies:**

#### **I) FREE WEEK/FINALS FREE WEEK CLASS SIGN-IN POLICIES**

- a) Monitors will utilize a laminated free week waiver QR code to check in classes on free week.
- b) Any patron who refuses to sign the waiver will not be permitted to attend the fitness class.
- c) Free week classes are first-come, first served; if a class has reached its max capacity, no other patrons will be allowed to enter even if they have already purchased a fitness pass.

### **Procedures:**

#### **I) FREE WEEK/FINALS FREE WEEK CLASS SIGN-IN PROCEDURES**

- a) During free week and finals free week, the monitor will secure the free week waiver QR code and complete the before-class form and duties.
- b) Once the monitor reports to their assigned class, they will then require every patron that enters the fitness class to complete the waiver appropriately.
- c) The monitor must remain at the studio 15 minutes after the class has started, even if the class has reached full capacity, to ensure no other patrons enter without completing the waiver or after the class has reached capacity.
- d) Once the monitor has completed their responsibilities and complete the after-class form and duties.